

**Minutes  
Board of Trustees  
Licking County Library  
Special Business Meeting  
May 4, 2020**

The Board of Trustees met in special session on Wednesday, May 4, 2020 in a virtual meeting via Zoom. President Mr. Thad Claggett called the meeting to order at 4:02 p.m. The following trustees answered the roll call of President Mr. Thad Claggett: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mrs. Kathy Myers, Mr. Barry Riley, Mrs. Debbie Seibel, Mr. Don Urban, and Mr. Thad Claggett.

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Kerrill Foster, Deputy Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Executive Assistant; Mrs. Laura Appleman, Community Engagement Manager; Mrs. Mary Harmon, Public Services Manager; Mrs. Deb Holman, Support Services Manager; Ms. Julia Walden, Extended Services Manager; Mrs. Lindsay Kelly, Assistant Adult Services Coordinator; Mrs. Rhonda Adams, Mobile Services Supervisor; Ms. Emily Hankinson, Branch Supervisor; Mrs. Julie McElhaney, Branch Supervisor, Ms. Deidre McIntyre, Branch Supervisor; Mrs. Marisa Glaviano, Youth Services Coordinator; Mr. Bill Whipkey, Head of Building Services; and Kent Daniels, Adult Services Coordinator.

Adoption of Agenda

Mr. Riley MOVED and Mrs. Seibel SECONDED to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

No

Return to Work Plan

Mrs. Myers MOVED and Mr. Urban SECONDED the approval of the Reinstatement of the Licking County Library Services Plan including the furlough of 58 Licking County Library employees effective Monday, May 11, 2020 with the exception of the twenty-seven staff who are necessary to perform the essential services needed to maintain the Library operations and prepare the buildings for a phased reinstatement of Library services. These twenty-seven staff members include: Building Services, Administration, Managers, Supervisors and Coordinators. The Library will continue to pay its portion of the

020-035  
Adoption of  
Agenda

020-036  
Approval of  
Reinstatement  
of the Licking  
County Library  
Services Plan

premium for all employees currently participating in health, dental and vision insurance. The employee will be responsible for payment of their portion. Life insurance will continue to be paid for all Licking County Library employees. Employees are not permitted to cash out accrued leave balances, but they will be retained for use once the employee is called back to work. The length of the furlough is to be determined based on the needs of the Library. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Temporary Telecommuting Policy

Mr. Riley MOVED and Mr. Altmaier SECONDED the approval of the Temporary Telecommuting Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mrs. Myers, Yes; Mr. Riley Yes; Mrs. Seibel, Yes; Mr. Urban, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Old Business

None

New Business

None

There being no further business, the President declared the meeting adjourned at 4:44 p.m.

The next Regular Business Meeting will be Wednesday, May 13, 2020 at 4:00 p.m. in a virtual meeting via Zoom.

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President

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Secretary

020-037  
Approval of  
Temporary  
Telecommuting  
Policy